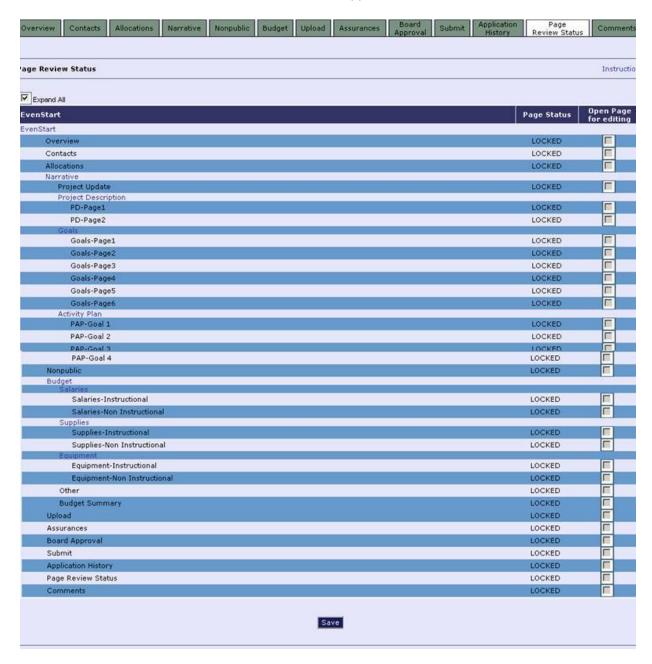**UNLOCKING PAGES**

The **Page Review Status** tab is utilized to **'unlock'** any section of the application.

Unless the 'Locked' status is changed to 'Open,' the district contact person <u>cannot</u> access that particular application screen and revisions <u>cannot</u> be made on that 'Locked' application screen.

In order to **'unlock'** a section, proceed as follows:

1. Click the **Expand All** box, located in the upper left-side of the application screen.
2. If the word **'LOCKED'** appears as the **Page Status** (first column on right side of the screen), follow the steps below:
   a. Click in the box under the column entitled **Open Page for Editing** for each application screen that needs to be unlocked.
   b. Click the **Save** button at bottom of screen.
   c. For each selected, application screen, the Page Status will change and now show **'Unlock'** for that particular application screen.
   d. Revisions can now be made to the **'unlocked'** application screen.